

EXECUTIVE SECRETARIAT

Routing Slip

| TO: | | ACTION | INFO | DATE | INITIAL |
|----------|-----------|--------|------|------|---------|
| 1 | DCI | | | | |
| 2 | DDCI | | | | |
| 3 | EXDIR | | ✓ | | |
| 4 | D/ICS | | | | |
| 5 | DDI | | | | |
| 6 | DDA | ✓ | | | |
| 7 | DDO | | | | |
| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
| 10 | GC | | ✓ | | |
| 11 | IG | | ✓ | | |
| 12 | Compt | | | | |
| 13 | D/EO | | | | |
| 14 | D/Pers | | | | |
| 15 | D/OEA | | | | |
| 16 | C/PAD/OEA | | | | |
| 17 | SA/IA | | | | |
| 18 | AO/DCI | | | | |
| 19 | C/IPD/OIS | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| SUSPENSE | | Date | | | |

Remarks:

STAT

Ex

11/9/82

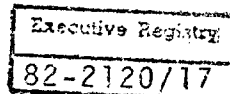
Date

3437 (10-81)



General Services Administration
Information Security Oversight Office

Washington, DC 20405



November 5, 1982

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

On August 1, 1982, Executive Order 12356, entitled "National Security Information," became effective. As Director of the Information Security Oversight Office, I share with you the responsibility to the President for ensuring its timely and proper implementation.

I am pleased to report that so far the transition to the revised information security system under E.O. 12356 has proceeded quite smoothly. This is largely the result of your support and the enthusiastic efforts of those persons within your agency who are responsible for its information security program. There are, however, several subjects that warrant mention at this time. I address most of these in the enclosed "Notes and Reminders," but there is one subject that merits special concern. This is overclassification.

There were a number of reasons for revising E.O. 12065, the prior information security system, that are reflected in changes within E.O. 12356. These include provisions to improve the system's economy, efficiency and flexibility; provisions to enhance our perceived ability to protect information that our allies share with us in confidence; and provisions to help ensure the protection of information that warrants classification when confronted by litigation seeking its disclosure. None of the changes, however, is intended to extend the scope of classification to information that could not be classified under E.O. 12065. As the President stated in signing E.O. 12356, its purpose is to enhance the protection for national security information "without permitting excessive classification"

There is a consensus among the agencies of the executive branch that E.O. 12356 will improve our information security system significantly. At the same time, however, there are some vocal critics who are eyeing these changes very closely in the hopes that we will blunder enough to support their calls for a system replete with dubious "reforms." Nothing would be more supportive of their cause than an upsurge of overclassification. It is incumbent upon all of us within the executive branch who are responsible for its information security program to see that this does not happen. This is made more difficult by the fact that our employees have been repeatedly exposed to inaccurate or misleading media accounts about E.O. 12356. We must take timely action to see that

any misimpressions are corrected, and that our employees learn of the actual reasons behind, and the requirements of, this revised information security system. This Office stands ready to assist you in your efforts.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steven Garfinkel".

STEVEN GARFINKEL
Director

Enclosure

Notes and Reminders

1. IS00 Liaison. The Information Security Oversight Office (IS00) will continue the program of having a designated analyst serve as a liaison with each agency that creates or handles national security information. The IS00 liaison is the "informal" point of contact between us, and also serves as IS00's principal inspector during the course of IS00's reviews of your information security program. During FY '83, your IS00 liaison is Mr. Harold Mason, who may be reached at 535-7254.

2. Statistical Reporting. Each agency's SF 311, "Agency Information Security Program Data," for the period October 1, 1981 through July 31, 1982, was due at IS00 by October 31, 1982. If your agency has not yet submitted its SF 311 for this reporting period, please do so at once.

For the next reporting period, August 1, 1982 through September 30, 1983, IS00 is preparing a revised SF 311 in an effort to reduce further the reporting burden on your agency. IS00 has submitted an initial draft of the revised form to the information security staffs of the agencies most affected by it. Once IS00 has completed modification of the form, it will distribute copies to all reporting agencies.

3. Agency Regulations. E.O. 12356 requires each agency head to promulgate implementing regulations, which are subject to review and concurrence by the Director of IS00. The Order also requires that at least those portions of an agency's regulations that affect members of the public be published in the Federal Register. IS00 Directive No. 1 establishes a deadline of December 31, 1982, for these actions to be completed. If your agency is having any problem meeting these requirements, please contact your IS00 liaison at once for assistance.

4. Systematic Declassification Review Guidelines. E.O. 12356 requires each agency head to provide the Archivist of the United States with guidelines to be used by the Archivist in systematically reviewing for declassification the permanently valuable records of that agency in the National Archives of the United States. IS00 Directive No. 1 requires that these guidelines be developed in consultation with the Archivist and the Director of IS00 and that they be completed no later than February 1, 1983. If your agency has not already done so, you should submit a draft of your systematic review guidelines to the Archivist as soon as possible, so that the Archivist and his staff can work with you in meeting the established deadline. Unless otherwise requested by an agency or the Archivist, IS00's role will be limited to a review of the guidelines' consistency with the Order and Directive. This may be accomplished by transmitting a draft of the proposed guidelines to IS00 before or after consultation with the Archivist, but sufficiently prior to February 1, 1983, to enable IS00 to fulfill its review function.

5. Portion Marking Waivers. E.O. 12356 permits agency heads, for good cause, to grant and revoke waivers to the portion marking requirement

for specified classes of documents or information. The Director of IS00 is to be notified of any such waivers. IS00 Directive No. 1 establishes criteria to be evaluated by agency heads in considering portion marking waivers. You should proceed most judiciously before granting such a waiver. Remember, the lack of portion markings on documents that are distributed outside the office of the originator or on documents that may otherwise be the basis for derivative classification decisions significantly increases the possibility of overclassification.

6. Security Education Briefing. To assist agencies and contractors in their security education efforts, IS00 has produced in both slide/tape and video cassette formats a three-part audiovisual briefing on the information security system established by E.O. 12356. To date IS00 has previewed the briefing for each agency that creates and/or handles national security information, and has received extremely favorable feedback on the briefing's quality and potential utilization. IS00 is presently working with the National Audiovisual Center (NAC) to establish a central distribution point for the briefing. NAC will sell the briefing in either format at very reasonable prices, and is prepared to accept advance orders now. In the meantime IS00 has several copies available for previews, training sessions, etc. Contact your IS00 liaison for further information.

7. Marking Pamphlet. IS00 has just produced for distribution to interested agencies and contractors a pamphlet on the application of security markings under E.O. 12356. IS00's liaison will be contacting your information security staff with further information about the pamphlet in the very near future.

8. IS00 Training Session. As announced in a letter to your senior agency official dated November 1, 1982, IS00 will sponsor a question-answer type training session on E.O. 12356 and IS00 Directive. 1 on Wednesday, December 15, 1982, from 9:15 a.m. to 1 p.m., in the General Services Administration auditorium. For further information, please contact your IS00 liaison or Harold Mason at 535-7251.